

Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers

Professional Standards Learning Code 3120
Length: 1 hour



Released October 2016

"Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct direct certification.
- The following slides provide guidance on how to conduct direct certification using File Upload: Case Number when using the Arizona Department of Education (ADE) CNP Direct Certification matching system.
- Attendees are expected to already understand how the ADE CNP Direct Certification matches students for free meal benefits prior to reviewing this How-To-Guide. ***Please review the How-To-Guide below before continuing:***
 - [Step by Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification](#)

Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers

Objectives

At the end of this training, attendees should be able to:

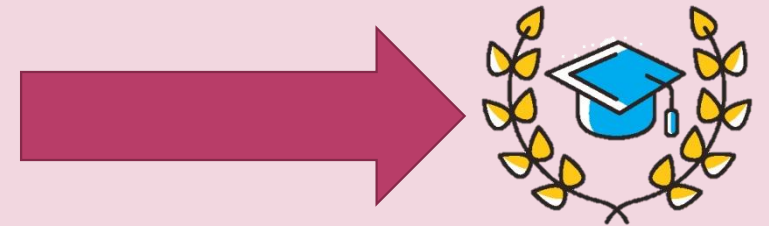
- understand how to conduct CNP Direct Certification using File Upload: Case Numbers;
- understand the CNP Direct Certification match results; and
- be aware of common errors that come up using this search method.

Comprehension Check

Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

Be sure to review these quiz questions and the answers, available within the guide.

This icon will indicate a comprehension quiz question, and the background of the slides will be a light pink like you see on this slide.



*Step by Step
Instruction:
How to
Conduct Direct
Certification
using File
Upload: Case
Number*

The Step by Step Instruction will review:

Overview of the CNP Direct Certification Process	Slides 6-11
Creating an Excel Spreadsheet using Case Number	Slides 12-29
Log into CNP Direct Certification	Slides 30-37
File Upload: Case Number	Slides 38-45
Results of CNP Direct Certification	Slides 46-52
FAQ: Results of DC Report	Slides 53-58

The following slides will only cover how-to instructions for File Upload: Case Number. Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding other ways to search in CNP Direct Certification.

Overview of the CNP Direct Certification Process

Overview of the CNP Direct Certification Process

Direct Certification

Direct Certification is the process of determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

ADE has created an online computer matching system called **CNP Direct Certification** which allows LEAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

LEAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits within the program year.

Searching For
Students

Overview of the CNP Direct Certification Process

Searching for Students

1. Choose *the search method*:
 - File Upload: Create and save an Excel file that contains a list of student data. The file is then uploaded into CNP Direct Certification.
 - Individual Student Lookup: Type student data directly into the table in CNP Direct Certification.
 - State Match: If your district assigns Student Accountability Information Services (SAIS) IDs, you are able to select your site that has pre-populated enrollment information in a dropdown found in CNP Direct Certification.
2. Choose the *data format* you want to use to search for the student:
 - First Name/Last Name/Date of Birth (Standard Format)
 - Social Security Number
 - Student Accountability Information Services (SAIS) ID
 - Case Number

SAIS Details

Overview of the CNP Direct Certification Process

Student Accountability Information Services ID (SAIS IDs)

SAIS ID - Arizona Department of Education (ADE) assigns each student with a SAIS ID that acts as a student identifier from K-12th grade.

Student data is pulled from pre-populated enrollment information in AzEDS, via the SAIS system. SAIS IDs can be utilized to conduct CNP Direct Certification only if the site uses AzEDS to send information to the SAIS division of ADE.

If your school does not report AzEDS data to ADE, the State Match option will not provide results and will show zero (0) students. This will also affect all search methods using SAIS IDs such as File Upload using SAIS IDs and Individual Student Lookup using SAIS IDs.

SAIS Support Center:

Phone: 602-542-7378

Toll Free: 1-866-577-9636

Email: ADESupport@azed.gov

<http://www.azed.gov/student-accountability/>

Case Number
Search

Overview of the CNP Direct Certification Process

Case Number Search

Historically, LEAs had the ability to enter a case number provided on a household application only during the time period of annual verification activities. LEAs would enter the case number if the application was selected for Verification to attempt to directly verify the household's eligibility for SNAP or TANF. LEAs may now use the CNP Direct Certification system to enter a case number provided by a household as an attempt to *directly certify* all students on the application.

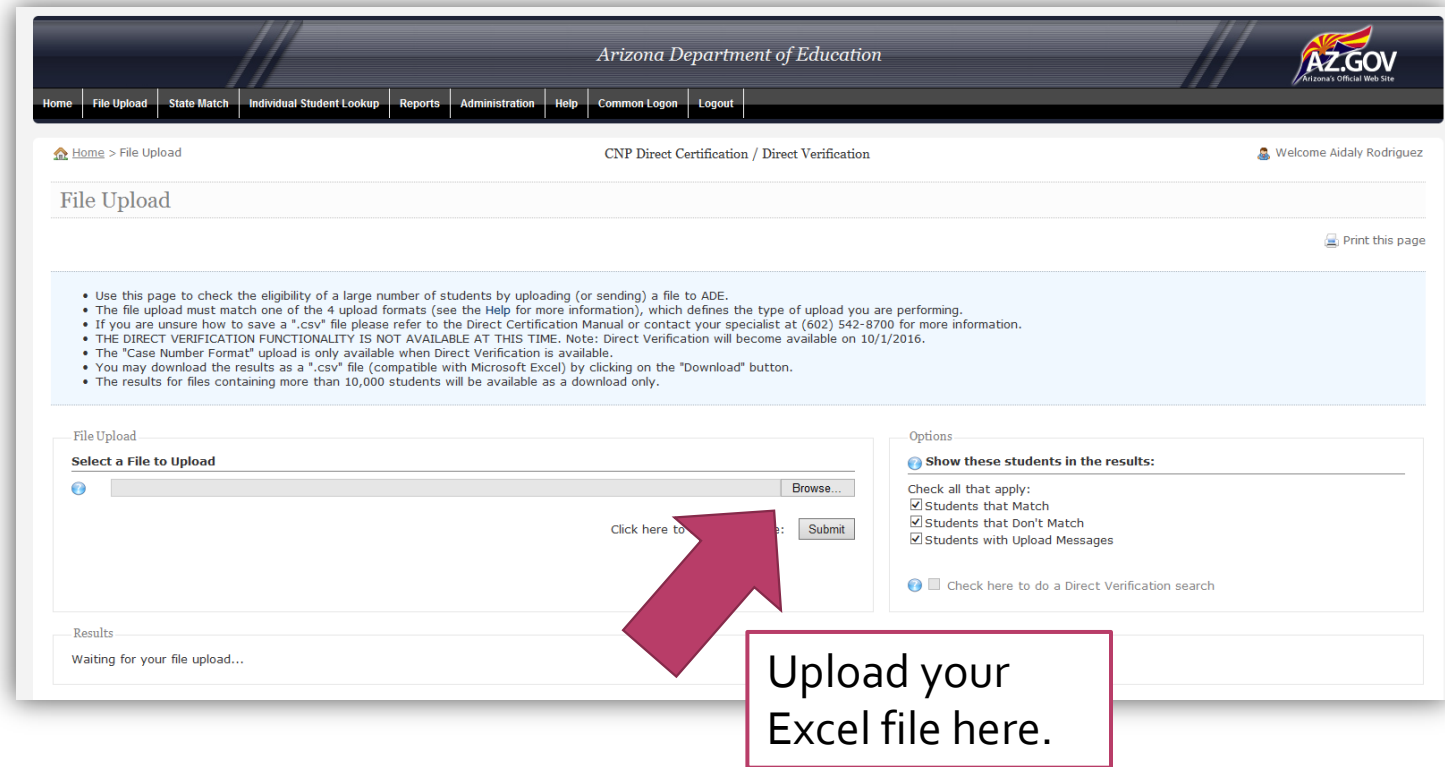
The LEA may search for the case number in the CNP Direct Certification system only **after** the case number application has been deemed complete and the household is provided free meal benefits.

- Please refer to the memorandum [HNS: 13-2016 CNP Direct Certification Enhancements](#) for further guidance on searching for case numbers.

Overview of the CNP Direct Certification Process

File Upload: Case Number

This method is recommended to search the eligibility of a large number of case numbers.



Arizona Department of Education

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Aidaly Rodriguez

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

Browse...

Click here to

Options

Show these students in the results:

Check all that apply:

- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages

☐ Check here to do a Direct Verification search


Results

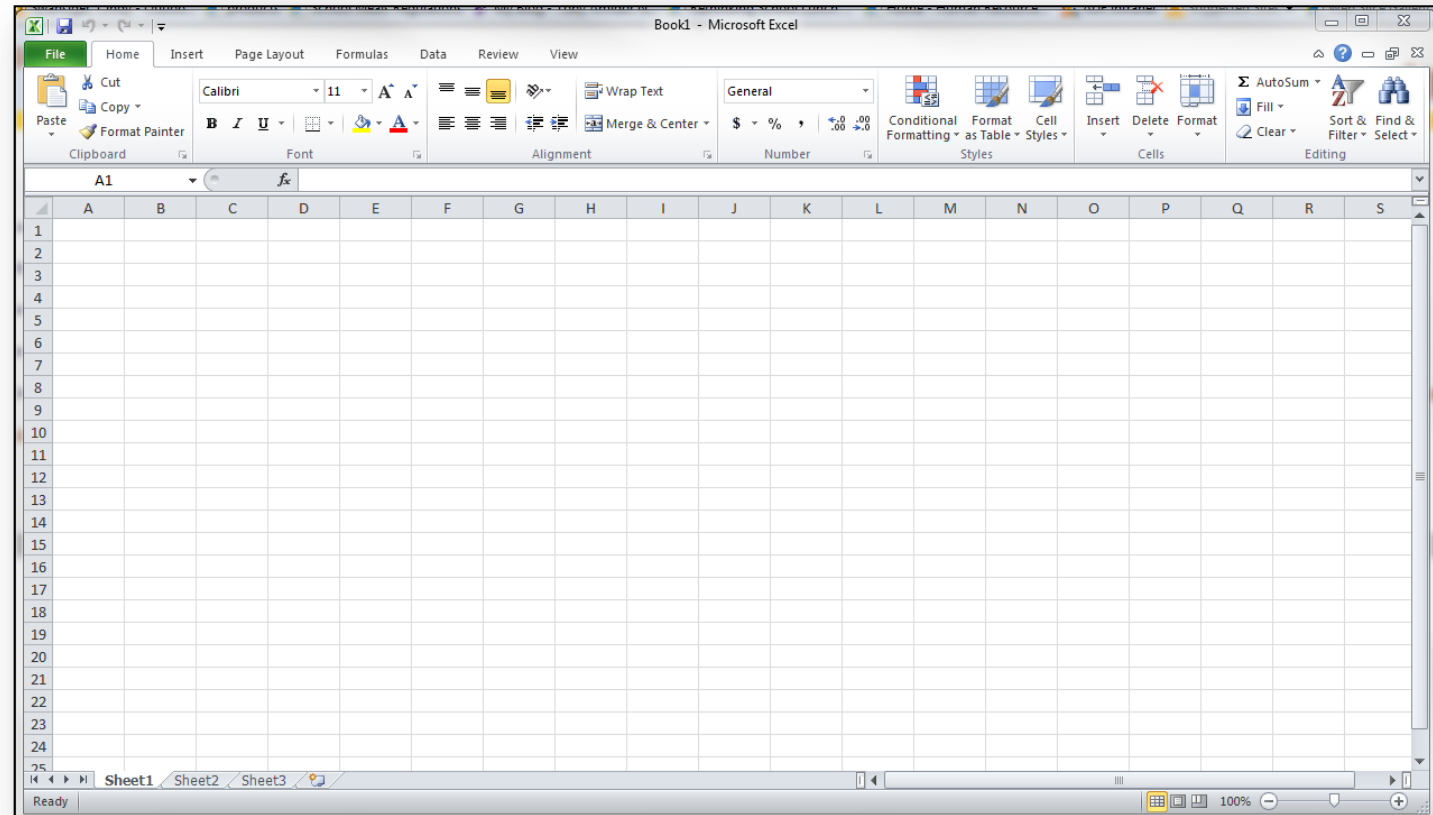
Waiting for your file upload...

Upload your Excel file here.

Creating an Excel Spreadsheet using Case Numbers

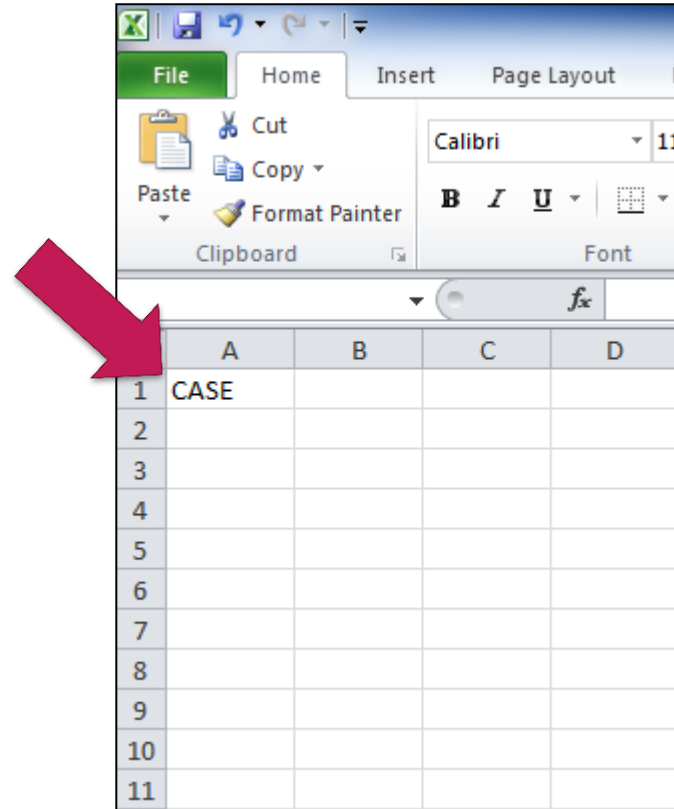
Creating an Excel Spreadsheet using Case Numbers

1. Open the Excel application  on your computer.
Your screen should display a blank spreadsheet as shown below:



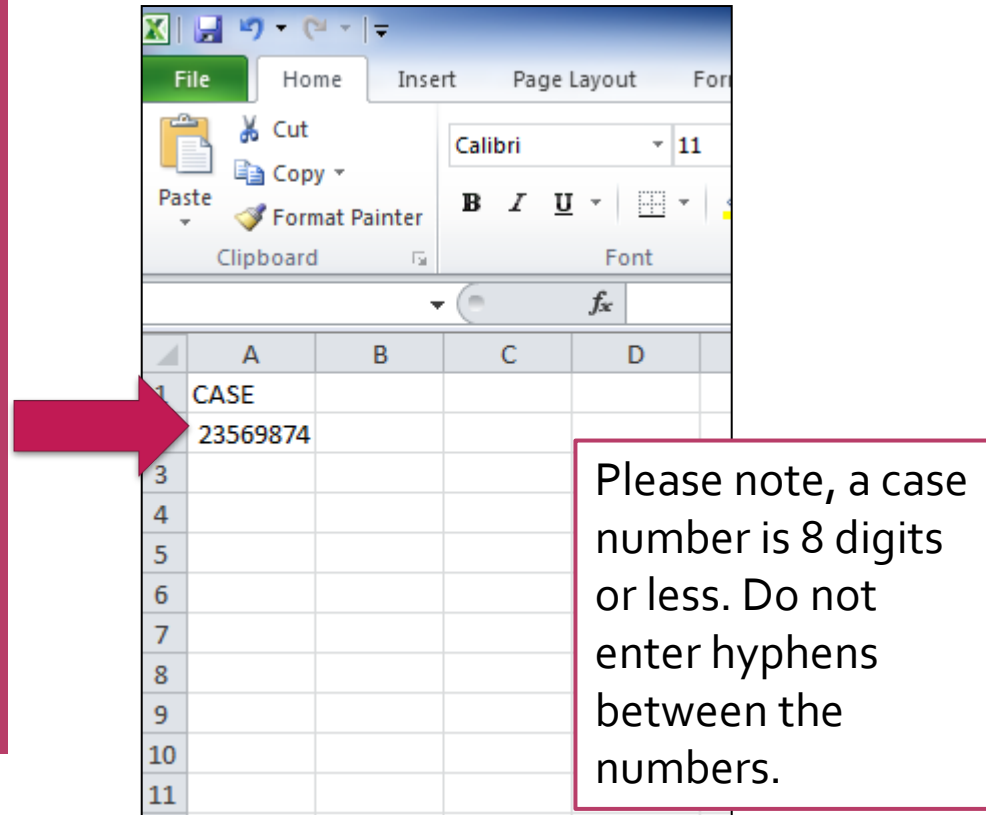
Creating an Excel Spreadsheet using Case Numbers

2. Type the word **CASE** into cell A1.



Creating an Excel Spreadsheet using Case Numbers

3. Starting on row 2, type the first case number. Please note, Excel will automatically remove any leading zeros. Once the file is uploaded, the CNP Direct Certification system will automatically add them back.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	CASE			
2	23569874			
3				
4				
5				
6				
7				
8				
9				
10				
11				

Please note, a case number is 8 digits or less. Do not enter hyphens between the numbers.

Comprehension Check

What should you type in cell A1 when creating the file using Case Numbers?

- A. SSN
- B. The social security number for the first student
- C. CASE
- D. File Upload Case Number



Comprehension Check

What should you type in cell A1 when creating the file using Case Numbers?

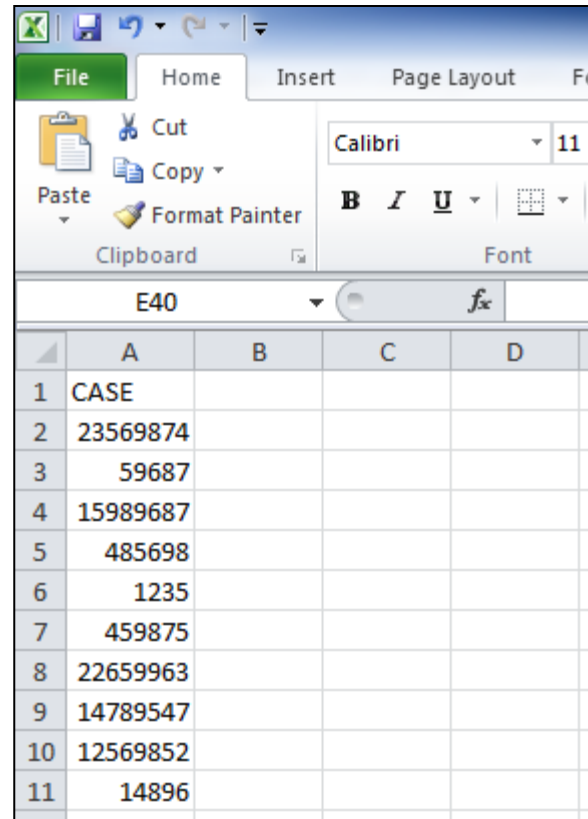
- A. SSN
- B. The social security number for the first student
- C. **CASE**
- D. File Upload Case Number

The system will only accept files that are formatted correctly. Be sure the first column, first row (cell A1) says *CASE*. Anything else in that first cell will create an error and will not produce search results.



Creating an Excel Spreadsheet using Case Numbers

4. Repeat the steps for every student. Each row must contain a single case number.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	CASE			
2	23569874			
3	59687			
4	15989687			
5	485698			
6	1235			
7	459875			
8	22659963			
9	14789547			
10	12569852			
11	14896			

Comprehension Check

How should the case numbers be formatted when they are entered in the spreadsheet?

- A. All digits listed with hyphens creating groups of numbers (example 12-34-56-78)
- B. All digits with spaces between each number (example 12 34 56 78)
- C. All digits with forward slashes in between the groups (example 12/34/56/78)
- D. All digits with no spaces (example 12345678)



Comprehension Check


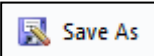
How should the case numbers be formatted when they are entered in the spreadsheet?

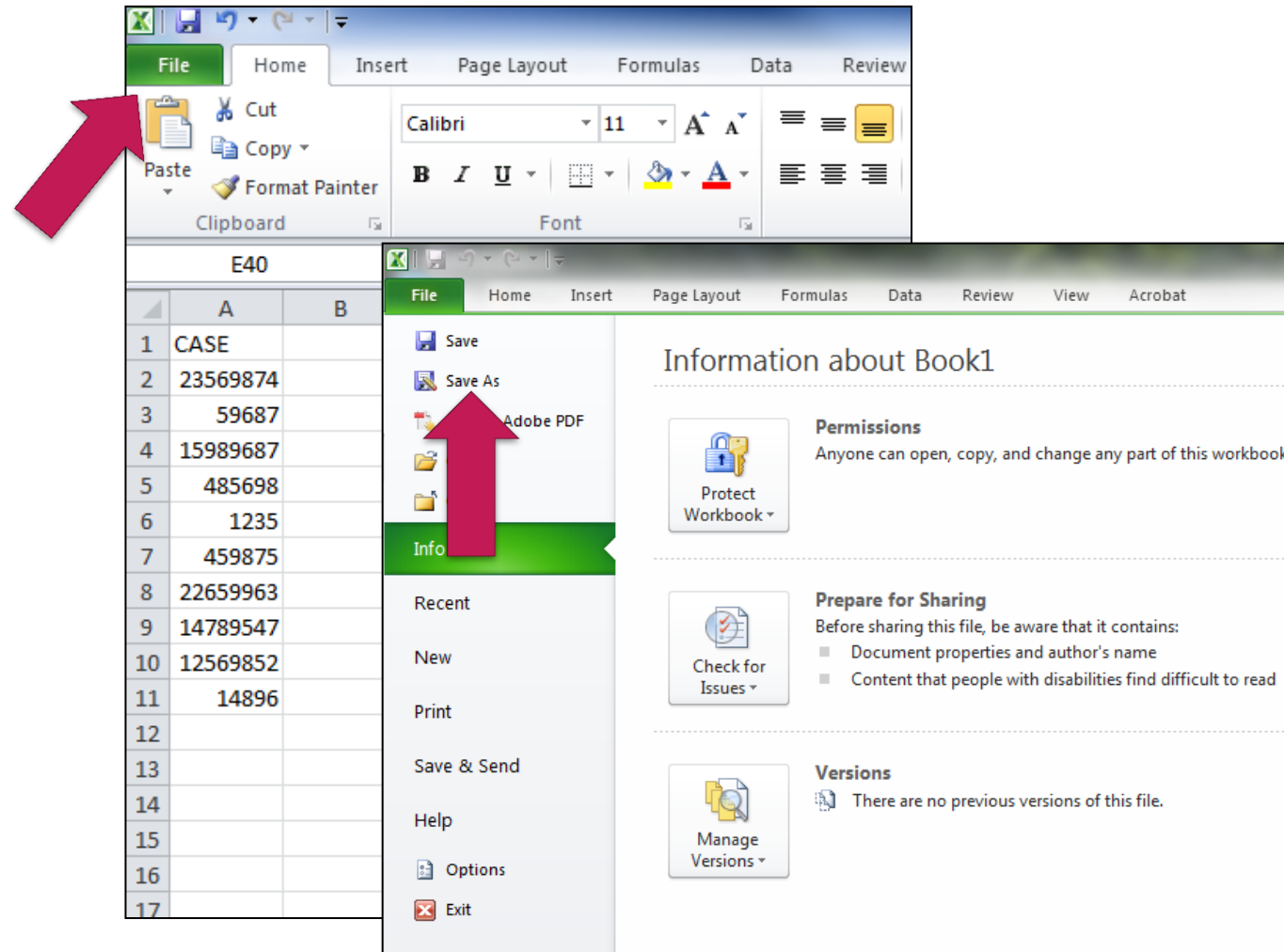
- A.** All digits listed with hyphens creating groups of numbers (example 12-34-56-78)
- B.** All digits with spaces between each number (example 12 34 56 78)
- C.** All digits with forward slashes in between the groups (example 12/34/56/78)
- D.** All digits with no spaces (example 12345678)

The system will search the DES database for exact matches. This means the case numbers need to be listed exactly like they are in the DES database, which is 12345678. Refer back to slide 15 for a reminder about this guidance.



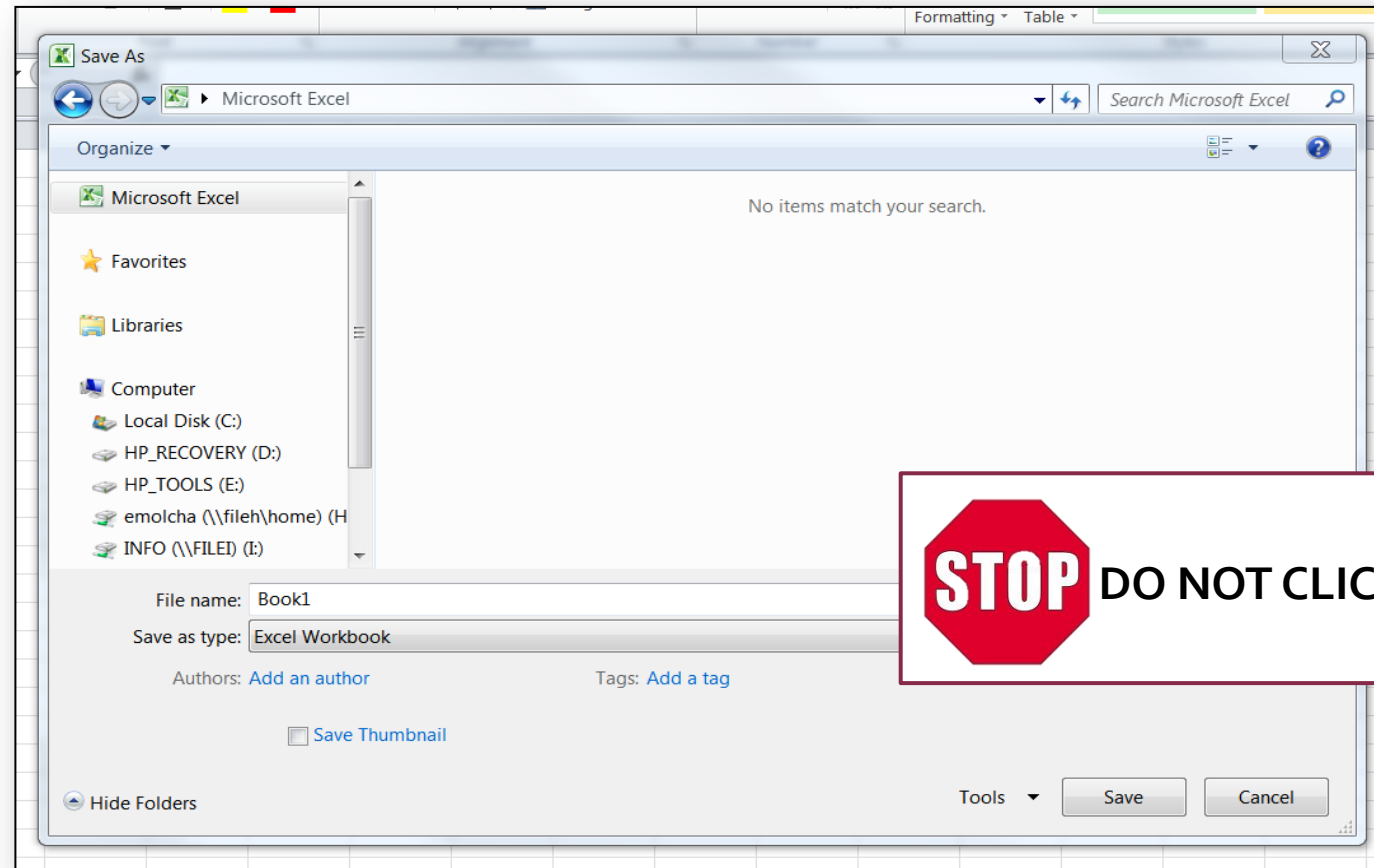
Creating an Excel Spreadsheet using Case Numbers

5. When all of the case numbers have been entered, click  found on the top Excel menu, and choose the option .



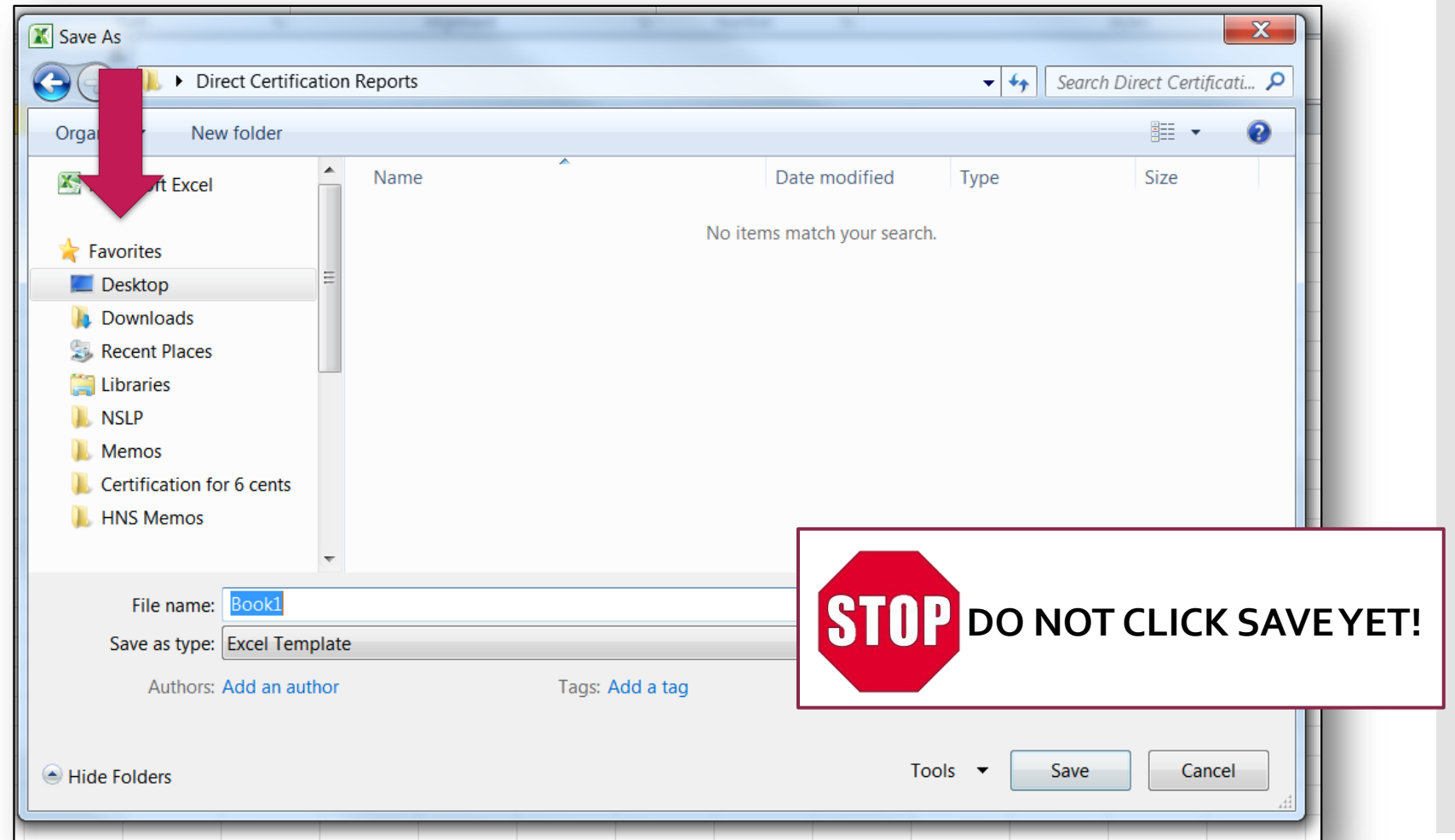
Creating an Excel Spreadsheet using Case Numbers

A new window will appear. It should look like this:



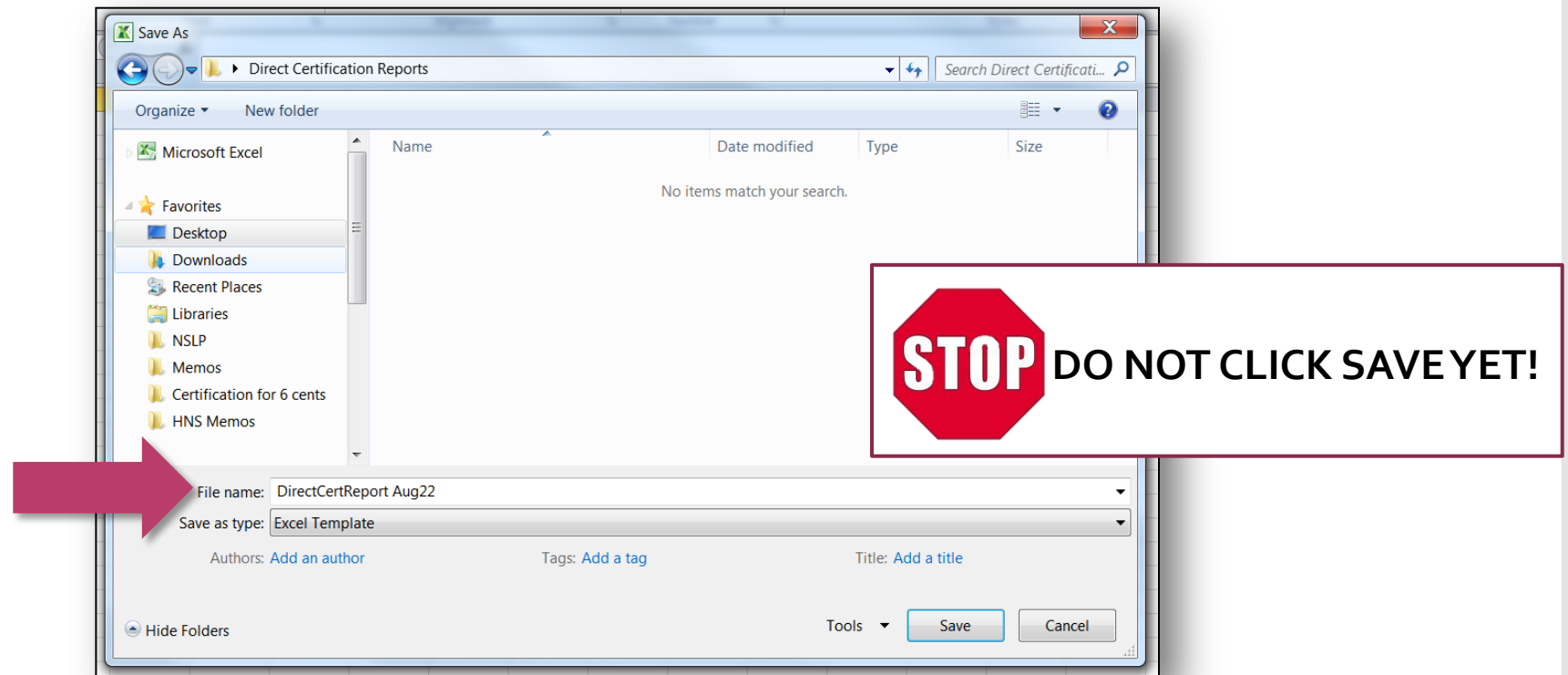
Creating an Excel Spreadsheet using Case Number

6. Select the location where you want to save the file.



Creating an Excel Spreadsheet using Case Numbers

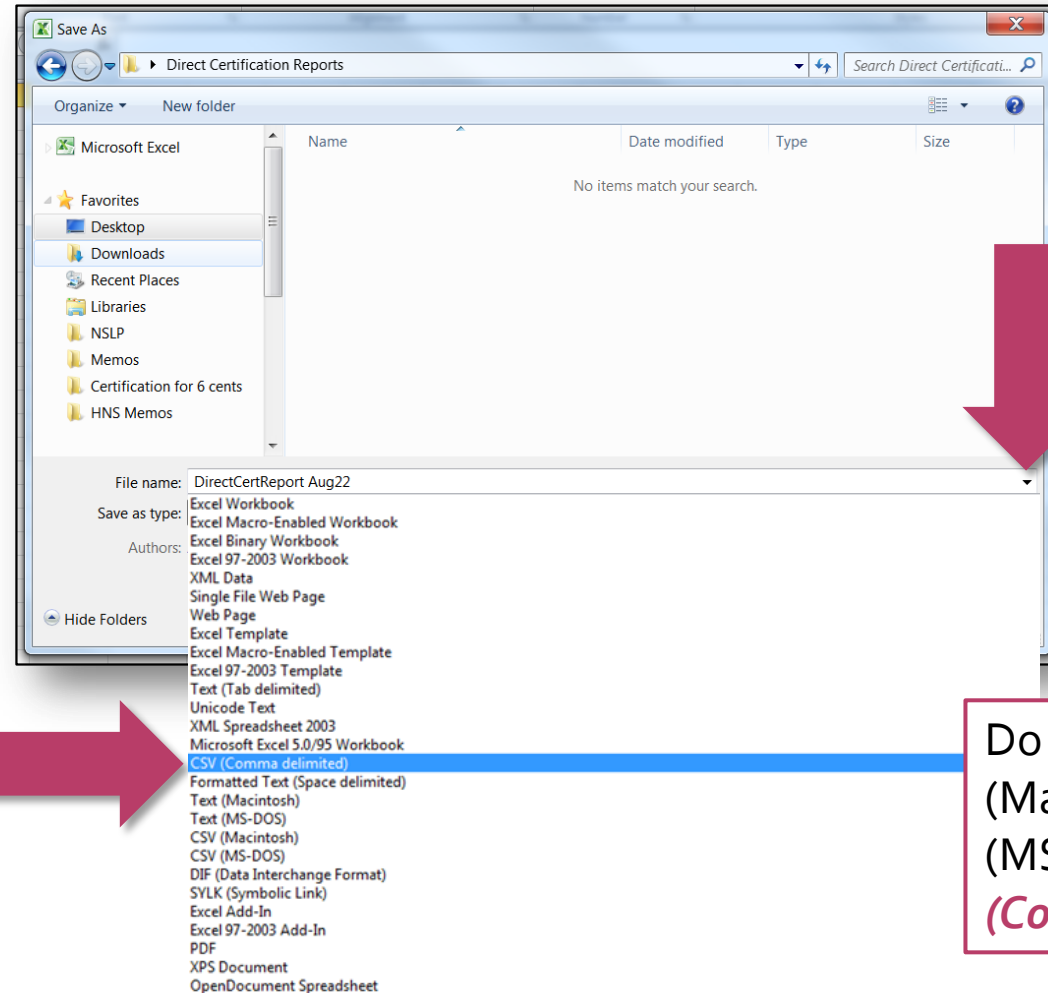
7. In the field **File name**, enter the name of the file. As a best practice, you should include the date you created the file within the file name.



For example, on the image above the file was created on August 22, so the file name *DirectCertReportAug22* was used.

Creating an Excel Spreadsheet using Case Numbers

8. In the field *Save as type*, use the drop down to select *CSV (Comma delimited)*.

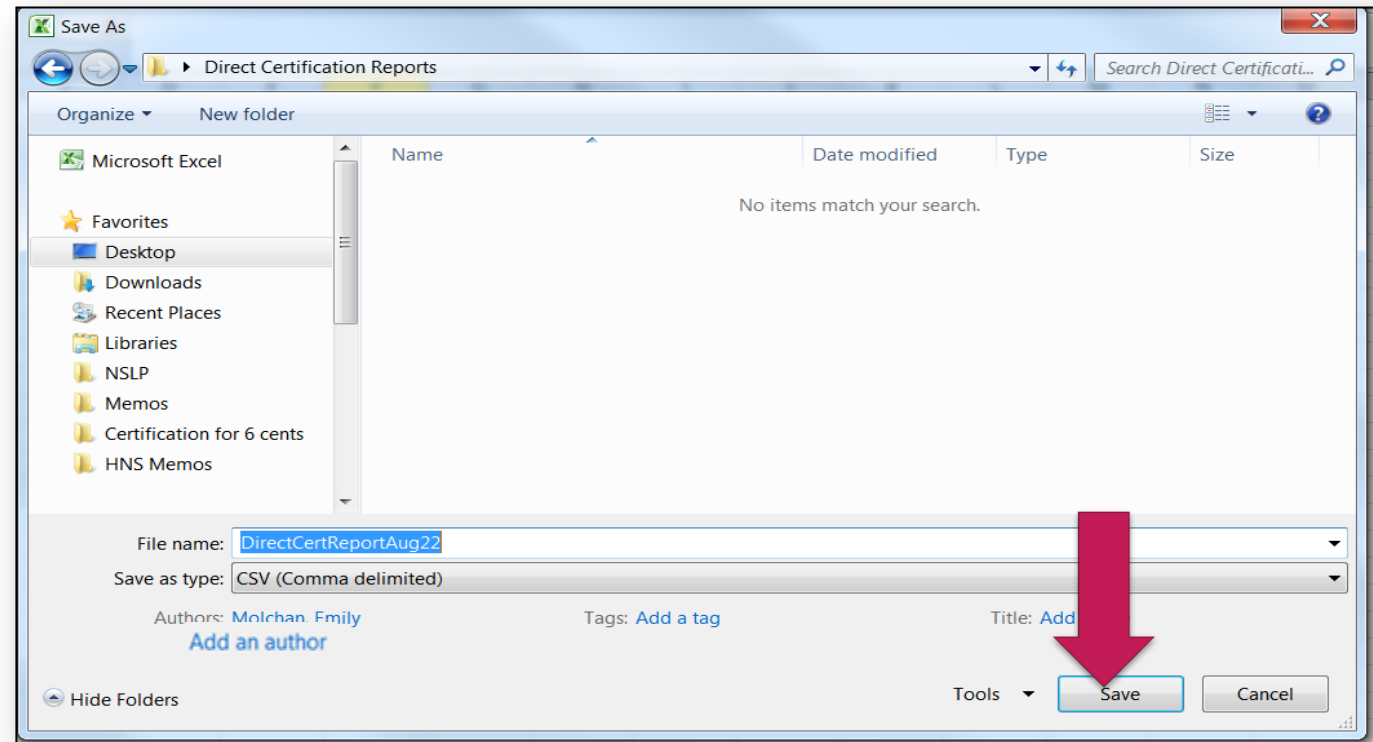


Do **not** use CSV (Macintosh) or; CSV (MS-DOS) only use *CSV (Comma delimited)*.

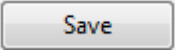
Creating an Excel Spreadsheet using Case Numbers

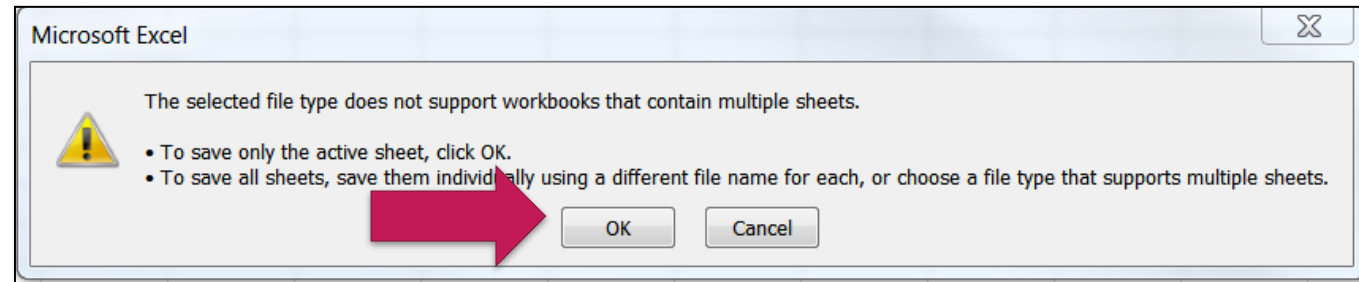
9. After you select *CSV (Comma delimited)* click

Save

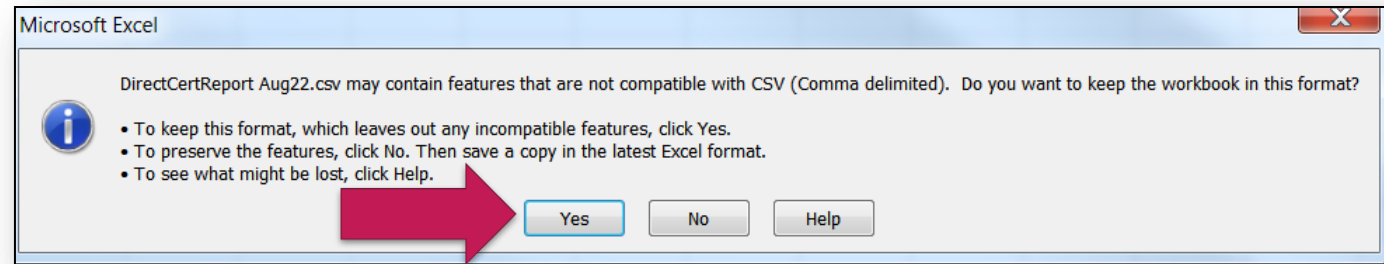


Creating an Excel Spreadsheet using Case Numbers

Depending on which version of Excel is being used, the following windows *may* appear after clicking . Click **OK** to confirm saving the file.



Click **Yes** to confirm saving the file.



Comprehension Check

Can you save the Excel file by clicking the save icon ?

- A. Yes. As long as you know where you save the Excel file, it can be uploaded.
- B. Yes. That icon automatically saves the Excel file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.
- D. No. That icon doesn't save the Excel file anywhere on your computer.



Comprehension Check

Can you save the Excel file by clicking the save icon .

- A. Yes. As long as you know where you save the Excel file, it can be uploaded.
- B. Yes. That icon automatically saves the Excel file in the format needed for the search.
- C. **No. You have to click Save As and choose a .csv file before you save it.**
- D. No. That icon doesn't save the Excel file anywhere on your computer.

The icon shown will save the file in .xls format. In order to use the Excel file for direct certification file upload, the file must be in .csv format. The *Save As* feature must be used in order to change the file format.



Log into CNP Direct Certification

Log into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/nslp/>.



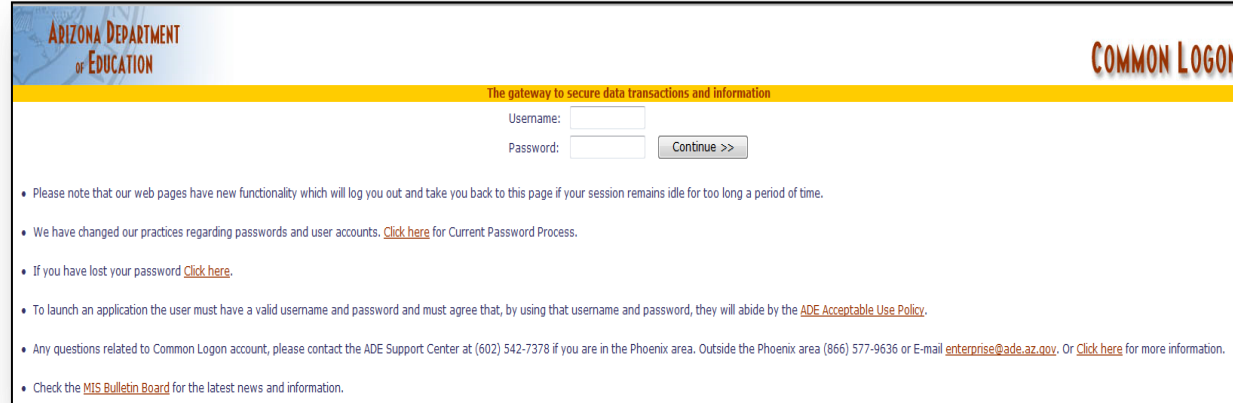
Log into CNP Direct Certification

2. Click on [COMMON LOGON](#) found on the upper right of the webpage.



Log into CNP Direct Certification

A new webpage will load. It should look like this screen:



The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. At the top left is the 'ARIZONA DEPARTMENT OF EDUCATION' logo, and at the top right is the 'COMMON LOGON' title. Below the title is a yellow banner with the text 'The gateway to secure data transactions and information'. Underneath the banner are input fields for 'Username:' and 'Password:', followed by a 'Continue >>' button. Below the login fields is a list of bullet points providing additional information and links.

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



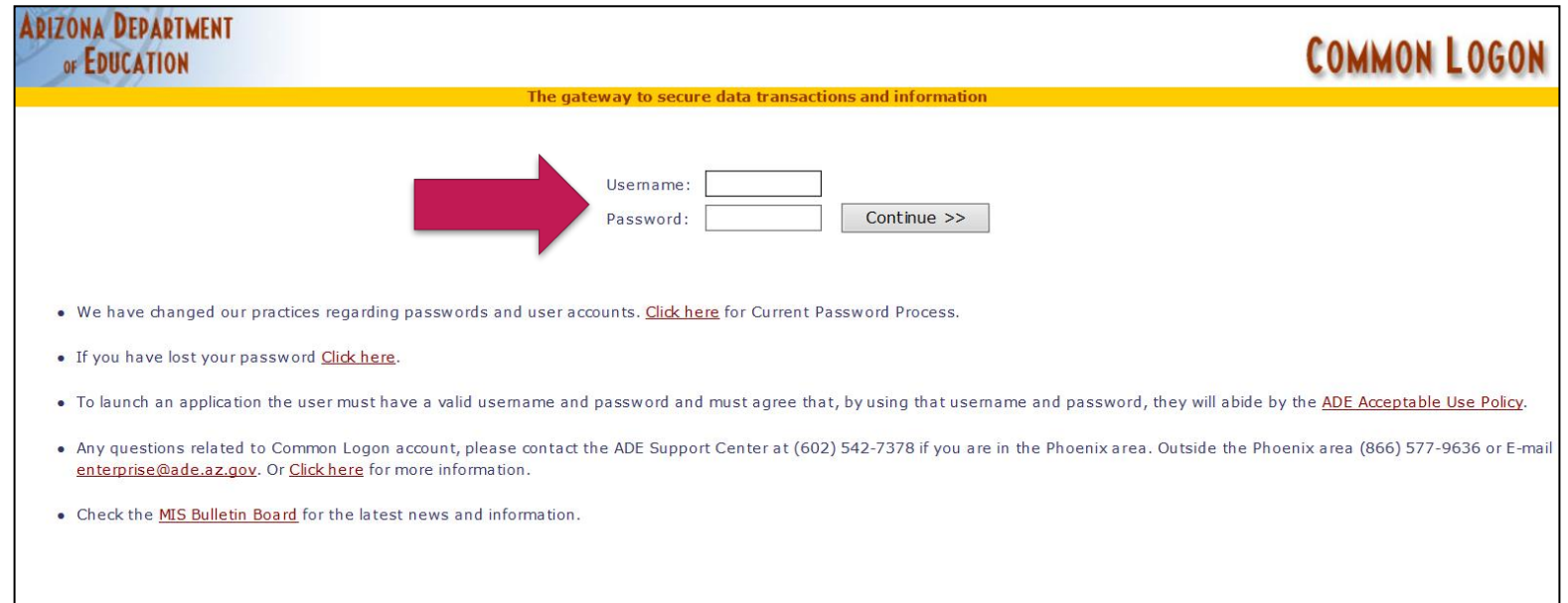
You must have a username and password in order to access Common Logon.

****If you do not have a username and password:***

- Complete the form *Common Logon Permissions for NSLP/Direct Certification*, requesting Direct Certification permissions, and send to ADE. This form can be found on the [ADE Program Forms Webpage](#).
- Receive a common logon username and password to access CNP Direct Certification/Direct Verification in 7-10 days.

Log into CNP Direct Certification

3. Enter your Username and Password.



ARIZONA DEPARTMENT
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

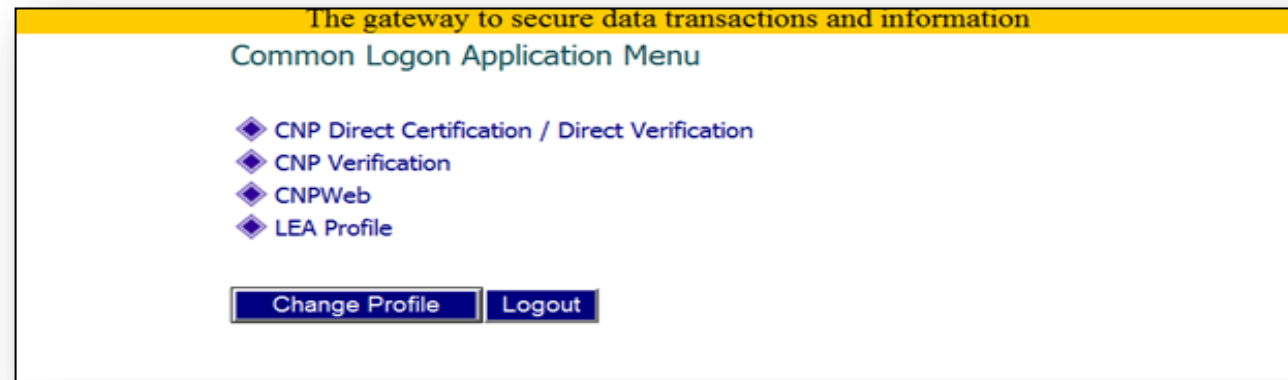
Password:

- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Direct Certification

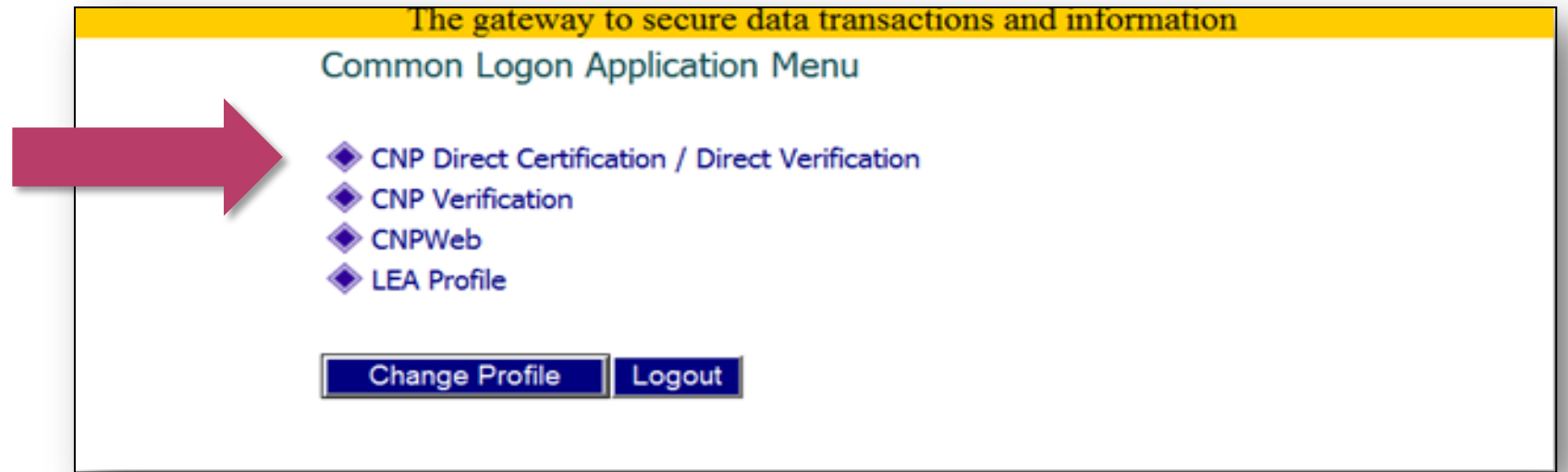
You have successfully logged into Common Logon.

After logging in, your webpage will show all Common Logon Applications you have access to.



Log into CNP Direct Certification

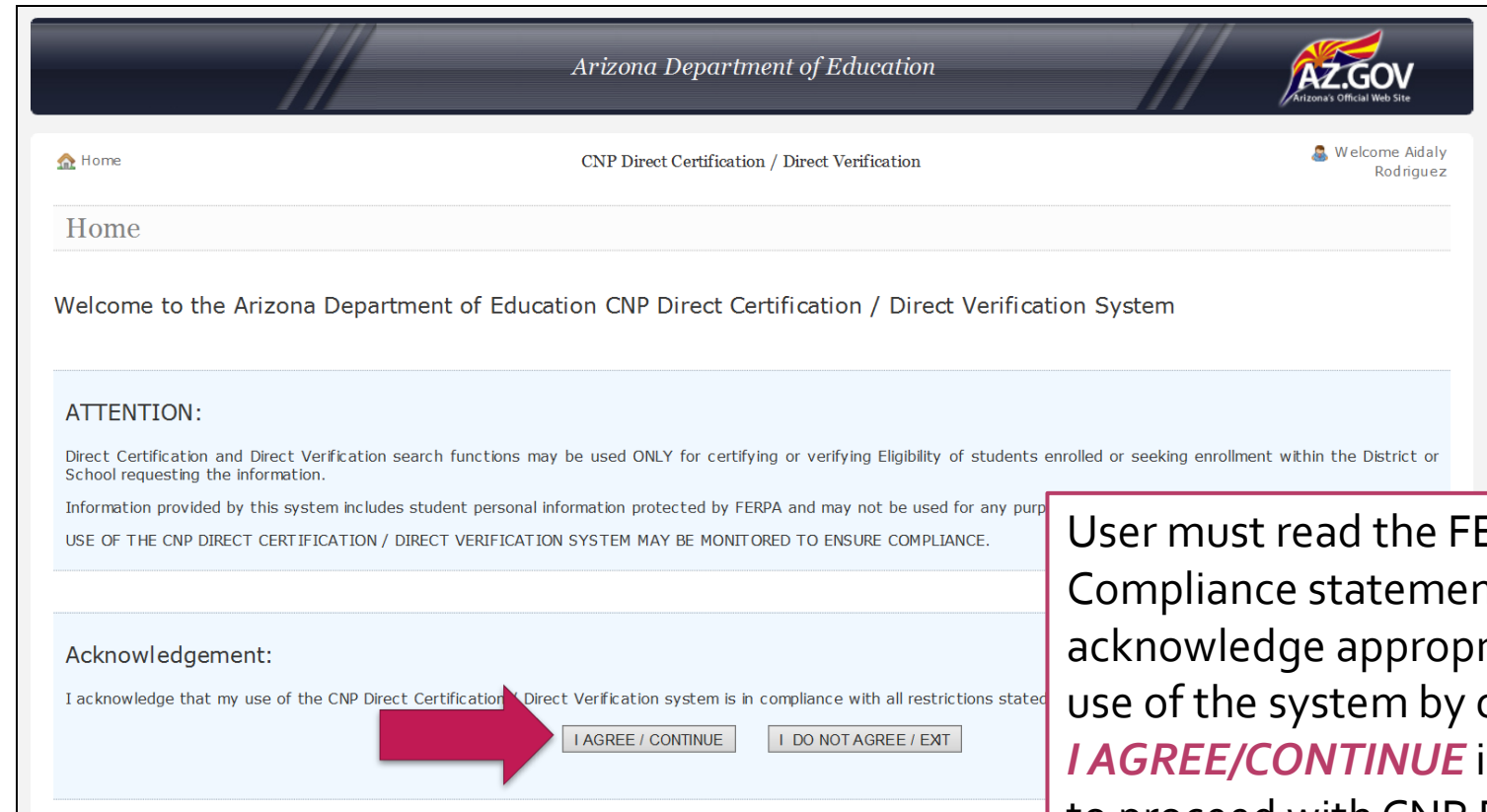
4. Click on ◆ CNP Direct Certification / Direct Verification.



Log into CNP Direct Certification

You have successfully logged into CNP Direct Certification/Direct Verification System.

A new screen will load. It should look like this:



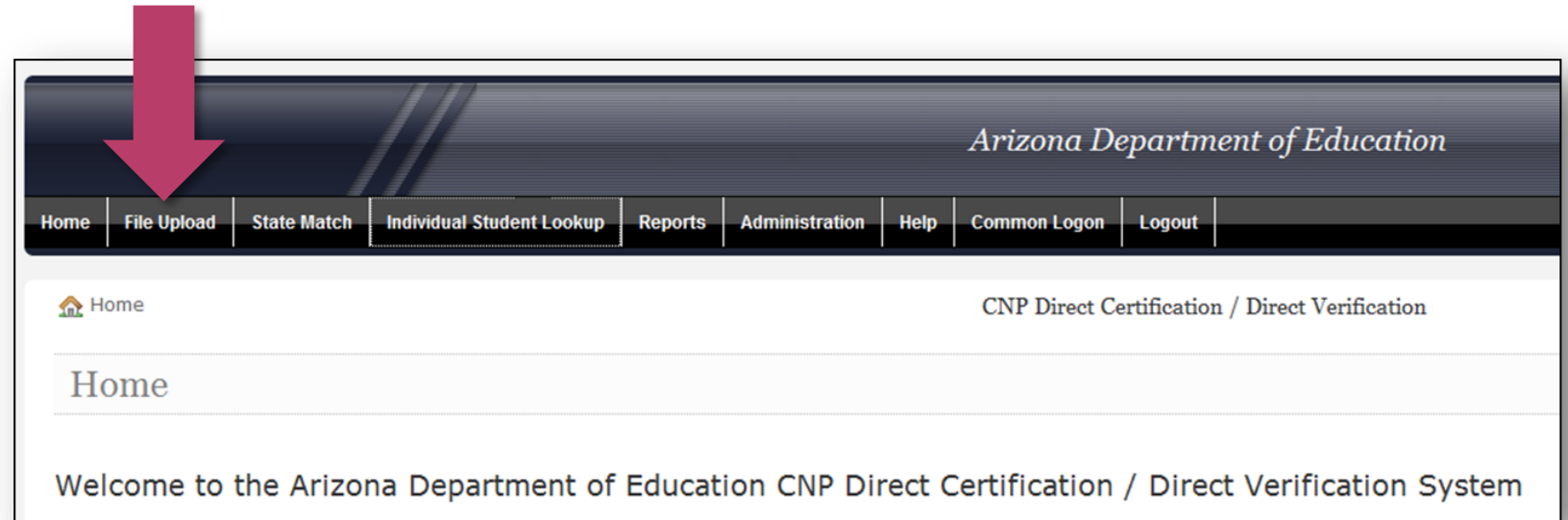
The screenshot shows the Arizona Department of Education's CNP Direct Certification / Direct Verification System interface. At the top, there is a dark blue header with the text "Arizona Department of Education" and the "AZ.GOV" logo. Below the header, the page title "CNP Direct Certification / Direct Verification" is displayed. A user greeting "Welcome Aidaly Rodriguez" is visible in the top right corner. The main content area features a "Home" link and a welcome message. A light blue box contains an "ATTENTION:" section with text regarding FERPA compliance and system usage. Below this, an "Acknowledgement:" section states that the user acknowledges compliance with all restrictions. A large red arrow points to the "I AGREE / CONTINUE" button, which is located next to the "I DO NOT AGREE / EXT" button.

User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking ***I AGREE/CONTINUE*** in order to proceed with CNP Direct Certification.

File Upload: Case Number

File Upload: Case Numbers

To start a search using the file upload: case number method, click on **File Upload** found in the black menu bar.



File Upload: Case Numbers

A new screen will load. It should look like this:

The screenshot shows a web application interface for 'File Upload'. At the top, there is a navigation bar with 'Home > File Upload' on the left, 'CNP Direct Certification / Direct Verification' in the center, and a user greeting 'Welcome Emily Molchan' on the right. Below the navigation bar, the page title 'File Upload' is displayed. A 'Print this page' link is located in the top right corner. A light blue informational box contains several bullet points: 'Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.', 'The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.', 'If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.', 'THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.', 'The "Case Number Format" upload is only available when Direct Verification is available.', 'You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.', and 'The results for files containing more than 10,000 students will be available as a download only.' Below this box, the 'File Upload' section features a 'Select a File to Upload' label, a file selection input with a 'Browse...' button, and a 'Submit' button with the text 'Click here to upload your file:'. To the right, the 'Options' section includes a 'Show these students in the results:' header, a 'Check all that apply:' section with three checked options: 'Students that match DES', 'Students that don't match DES', and 'File upload messages', and a 'Check here to do a Direct Verification search (which includes Medical Assistance data)' option which is currently unchecked. At the bottom, a 'Results' section shows the text 'Waiting for your file upload...'.

- On the left side of the screen is a search bar titled, *File Upload*. You are able to upload the file you created and saved on your computer.
- On the right side of the screen are search options. You are able to choose which format to search students in and how you want the system to display your matches.

File Upload: Case Numbers

1. Click **Browse...** to upload the Excel file you created.

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

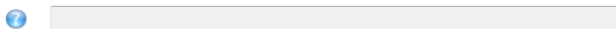
File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

 **Browse...**

Click here to upload your file: **Submit**

Options

Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

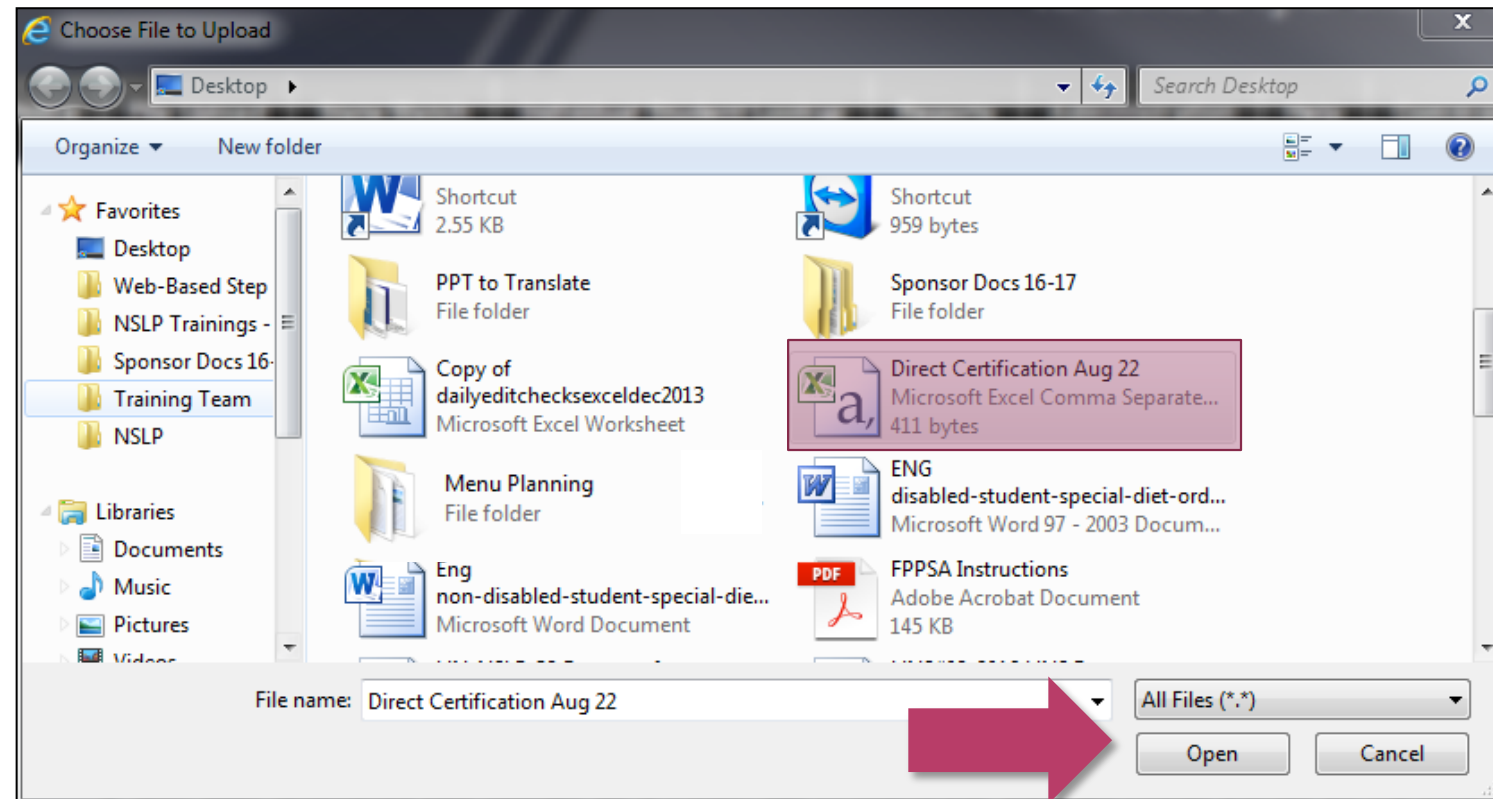
☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

Results

Waiting for your file upload...

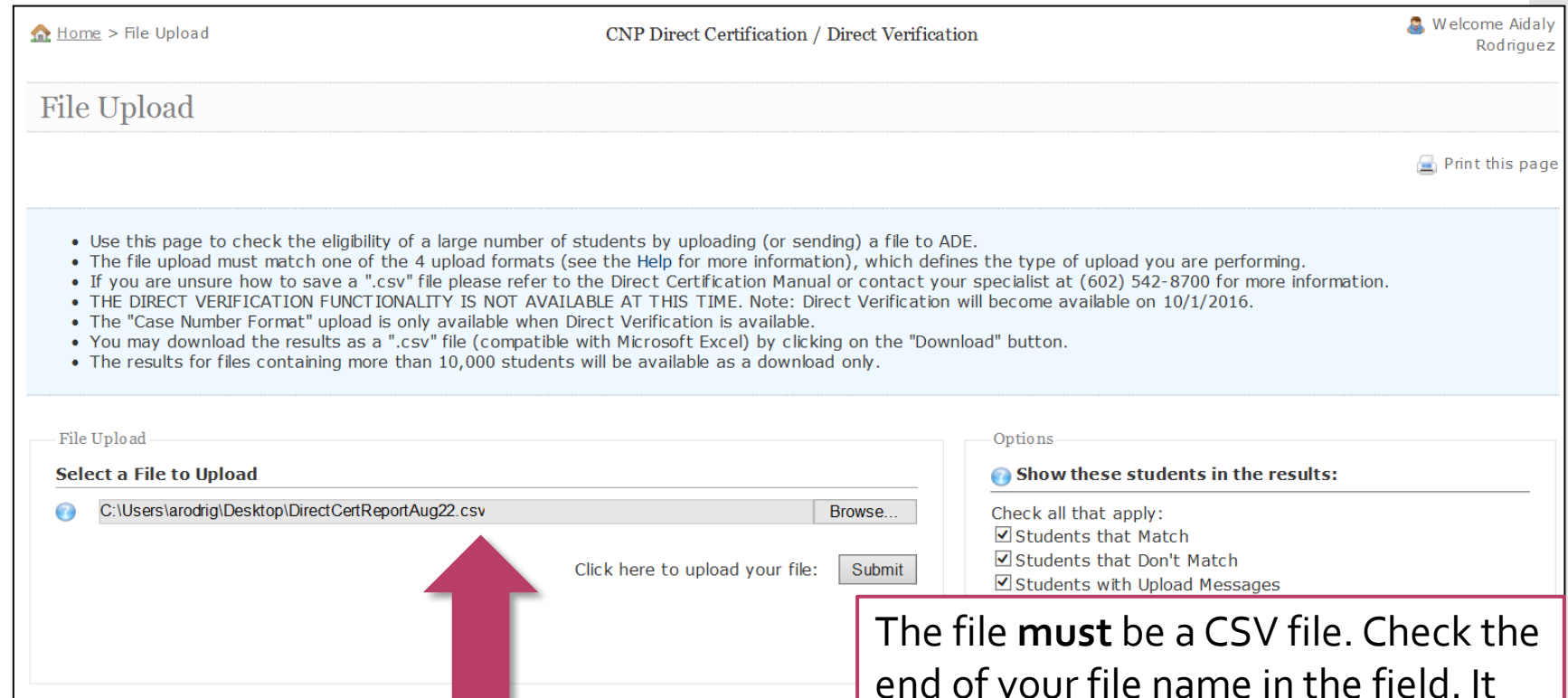
File Upload: Case Numbers

2. After you click **Browse...** you will see a new window appear. At this time you will locate the Excel file you created, and click **Open**.



File Upload: Case Numbers

Your **File Upload** search bar will show the Excel file you created. The field should show the file ending in **.csv** as shown below:



The screenshot shows a web application interface for file uploads. At the top, there is a navigation bar with 'Home > File Upload' on the left, 'CNP Direct Certification / Direct Verification' in the center, and a user welcome message 'Welcome Aidaly Rodriguez' on the right. Below the navigation bar is a section titled 'File Upload'. To the right of this title is a 'Print this page' link. A light blue box contains a list of instructions: 'Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.', 'The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.', 'If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.', 'THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.', 'The "Case Number Format" upload is only available when Direct Verification is available.', 'You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.', and 'The results for files containing more than 10,000 students will be available as a download only.' Below this box is the 'File Upload' form. It has a sub-header 'Select a File to Upload' and a text input field containing the file path 'C:\Users\larodrig\Desktop\DirectCertReportAug22.csv'. A red arrow points to this field. To the right of the input field is a 'Browse...' button. Below the input field is a 'Submit' button and a link that says 'Click here to upload your file:'. To the right of the 'File Upload' form is an 'Options' section with a sub-header 'Show these students in the results:'. It contains three checkboxes, all of which are checked: 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages'.

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Aidaly Rodriguez

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

C:\Users\larodrig\Desktop\DirectCertReportAug22.csv

Browse...

Click here to upload your file:

Submit

Options

Show these students in the results:

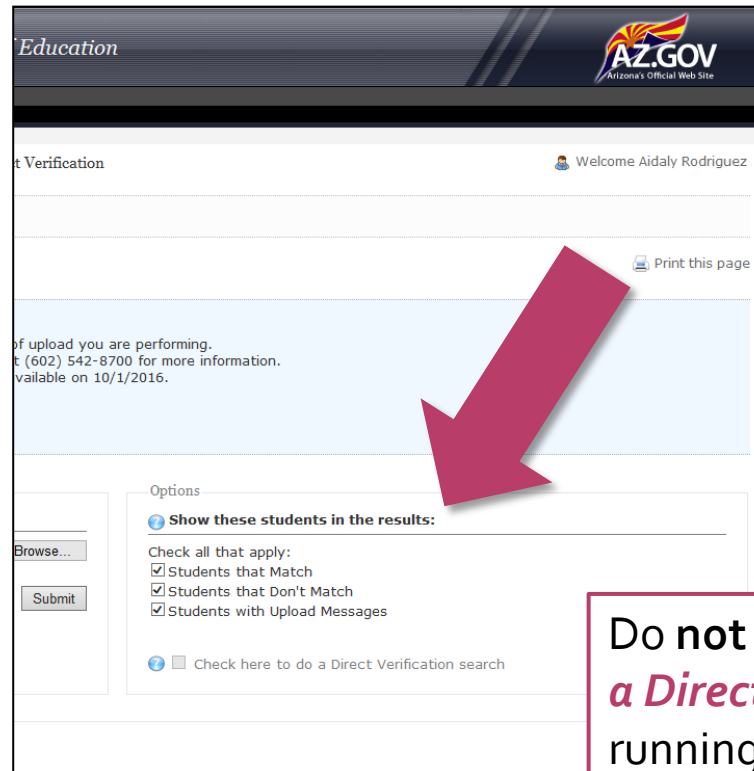
Check all that apply:

- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages

The file **must** be a CSV file. Check the end of your file name in the field. It must end in **.csv**. If it ends in **.xls**, the report will **not** run.

File Upload: Case Numbers

3. Select how you wish to show match results by checking boxes in the section, *Show these students in the results*.



The screenshot shows the AZ.GOV Education portal. At the top, there is a header with 'Education' and the 'AZ.GOV' logo. Below the header, there is a 'Welcome Aidaly Rodriguez' message. The main content area is titled 'Verification' and contains a 'Browse...' button and a 'Submit' button. A large red arrow points to the 'Show these students in the results' section, which contains the following options:

- ☒ Show these students in the results:
- Check all that apply:
- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages
- ☐ Check here to do a Direct Verification search

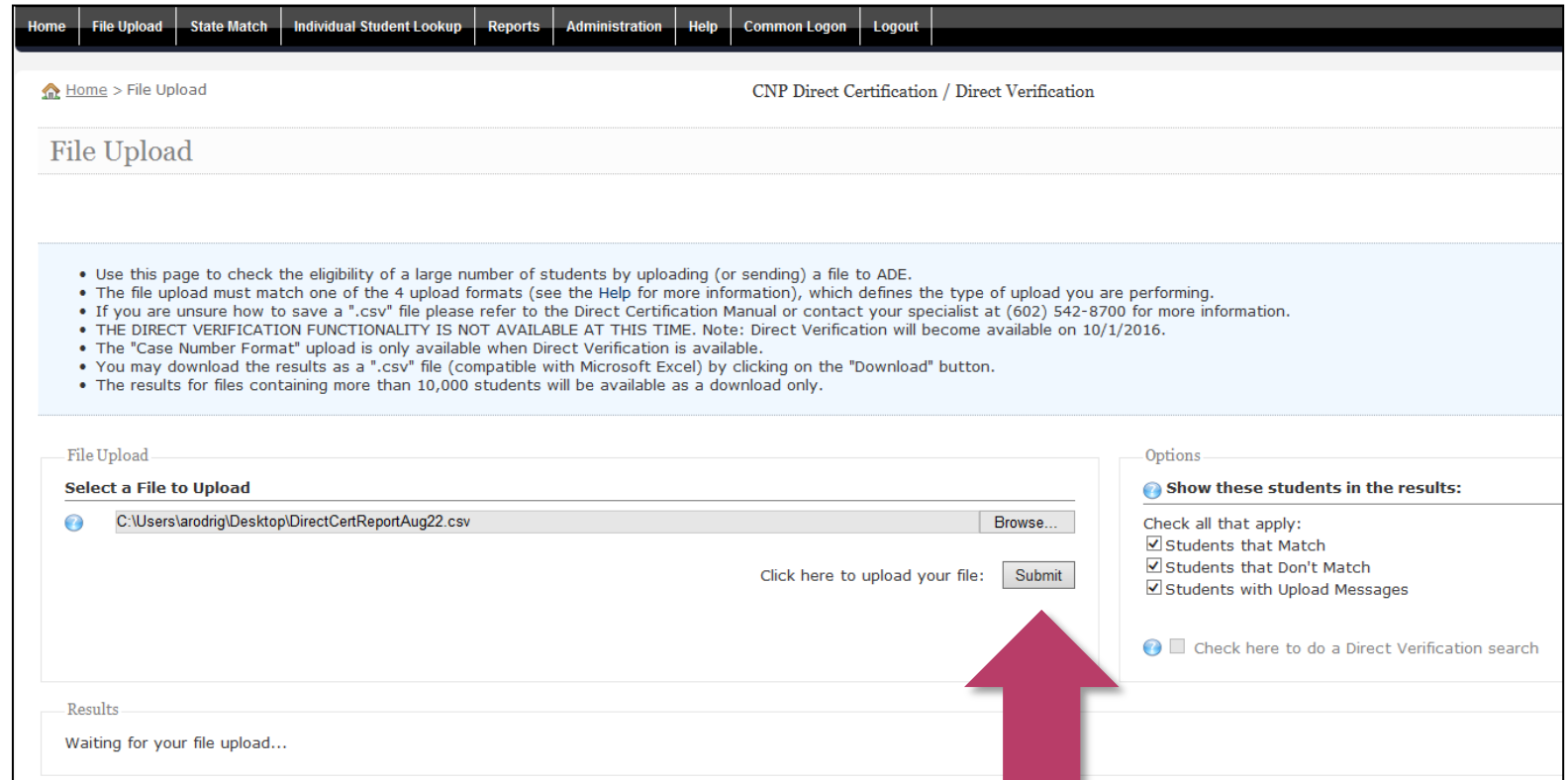
To get a match result for all students entered, check the boxes for :

- *Students that Match;*
- *Students that Don't Match;* and
- *Students with Upload Messages.*

Do not select the *Check here to do a Direct Verification search* when running a direct certification report. This option is only to be used during Verification activities.

File Upload: Case Numbers

4. Click  to run the report.



Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > File Upload



CNP Direct Certification / Direct Verification


File Upload

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload


 C:\Users\larodrig\Desktop\DirectCertReportAug22.csv 

Click here to upload your file: 

Results


Waiting for your file upload...

Options

 **Show these students in the results:**

Check all that apply:

- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages

 ☐ Check here to do a Direct Verification search

Results of CNP Direct Certification

Results of CNP Direct Certification

Match Results

Once you upload the file and click **Submit**, the window will refresh and display your search results below the file upload search bar.

File Upload

Select a File to Upload

Browse...

Click here to upload your file:

Submit

Options

Show these students in the results:

Check all that apply:

☒ Students that Match

☒ Students that Don't Match

☒ Students with Upload Messages

☐ Check here to do a Direct Verification search

Results

File Upload Processed as: **Case Number File Upload**

Prepared by: **Aidaly Rodriguez**

Date Prepared: **10/4/2016 1:19 PM**

Direct Verification: **No**

Displaying: **Matches, Non-Matches, Messages**

Records Processed: **10**

Validation Errors Found: **5**

Matches Found: **5**

Non-Matches Found: **5**

SNAP Matches: **5**

MA Matches: **0**

TANF Matches: **0**

Foster Matches: **0**

FDPIR Matches: **0**

Migrant Matches: **0**

Homeless Matches: **0**

Record Number ^	Case Number	Results	Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
1	23569874	Match		Y						
2	00059687	No Match								
3	15989687	Match		Y						
4	00485698	No Match								
5	00001235	Match		Y						
6	00459875	Match		Y						
7	22659963	No Match								
8	14789547	Match		Y						
9	12569852	No Match								
10	00014896	No Match								


Short Case Number detected and leading zero(s) were added.

Please note, if you do not see your results immediately on your screen, continue to scroll down as search results are displayed underneath the search bar.

Results of CNP Direct Certification

Saving Search Results

Match results must be kept on file to support why free meal benefits were provided to students. Please make sure to print or download these results, as you will not be able to retrieve them once you close the computer window. Results are not saved in the CNP Direct Certification system.

 Print this page

To **print** results, click the icon *Print this page* found at the top of the screen. This print will include the results and a summary box that contains information such as *prepared by* and *date prepared*.

Click here to download your results: 

To **download** results, click the icon *Click here to download your results* found directly above the match results displayed on the computer screen. Match results will be downloaded as an Excel file. Please note, when downloading results, the summary box that contains information such as *prepared by* and *date prepared* will not be included.

If results are downloaded, as a best practice you should include the date direct certification was conducted within the file name.

For example: Direct Certification is conducted on August 23, your file name should be DCresultsAug232016.

Results of CNP Direct Certification

Extending Eligibility

If a case number comes back as a **Match**, all enrolled household members qualify for free meal benefits. This is referred to as ***extending eligibility***.

Results of CNP Direct Certification

If a Case Number Does Not Match

When a case number is not found in the agency's SNAP or TANF database, the words **No Match** will be listed next to the case number. Please note, this does not make the household's eligibility paid. The categorical application remains in effect as do the free meal benefits for the household members.

Households are given the opportunity to provide a case number either for the child or for any household member. The categorical eligibility of any household member in an Assistance Program conveys free meal benefits through the Child Nutrition Programs to all children in that household.

The CNP Direct Certification system only searches for case numbers for individuals between the ages of 3 and 21. If the household provides a case number on the household application that belongs to a member 21 years or older, the system will not be able to identify it and the case number will appear as a **No Match**.

- Please refer to the memorandum [HNS Memo 13-2016 CNP Direct Certification Enhancements](#) as well as the [Eligibility Manual for School Meals](#) for further guidance on searching for case numbers.

Comprehension Check

True or False: Once you see the results, you are done with direct certification.

- A. True.
- B. False. You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False. You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification



Comprehension Check

True or False: Once you see the results on the screen, you are done with direct certification.

- A. True.**
- B. False.** You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False.** You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification

All LEAs must keep these results on file. They can be downloaded and saved electronically, printed out, or both. The key is that you must be able to access the results at any time.



FAQ: Direct Certification Results

FAQ: Results of DC Report

Do I need to download my results or can I just print the webpage?

- Whichever method works better for the user. Upon request, the LEA must provide to ADE a copy of the original report and the date CNP Direct Certification was conducted. Please see slide 48 for details on how to print or download results.

File Upload

Select a File to Upload

Browse...

Click here to upload your file:

Submit

Options

Show these students in the results:

Check all that apply:

☒ Students that Match

☒ Students that Don't Match

☒ Students with Upload Messages

☐ Check here to do a Direct Verification search

Results

File Upload Processed as:

Case Number File Upload

Prepared by: **Aidaly Rodriguez**

Date Prepared: **10/4/2016 1:19 PM**

Direct Verification: **No**

Displaying: **Matches, Non-Matches, Messages**

Records Processed: **10**

Validation Errors Found: **5**

Matches Found: **5**

Non-Matches Found: **5**

SNAP Matches: **5**

MA Matches: **0**


TANF Matches: **0**

Foster Matches: **0**

FDP1R Matches: **0**

Migrant Matches: **0**

Homeless Matches: **0**

Click here to download your results: 

Record Number ^	Case Number	Results	Decision Date	SNAP	TANF	MA	Foster	FDP1R	MIG	HOM	Upload Message
1	23569874	Match		Y							
2	00059687	No Match									Short Case Number detected and leading zero(s) were added.
3	15989687	Match		Y							
4	00485698	No Match									Short Case Number detected and leading zero(s) were added.
5	00001235	Match		Y							Short Case Number detected and leading zero(s) were added.
6	00459875	Match		Y							Short Case Number detected and leading zero(s) were added.
7	22659963	No Match									
8	14789547	Match		Y							
9	12569852	No Match									
10	00014896	No Match									Short Case Number detected and leading zero(s) were added.

FAQ: Results of DC Report

Would ADE accept my CNP Direct Certification report if I copied the Match and No Match results onto an Excel spreadsheet?

- ADE will ask to see the original report created from CNP Direct Certification. The LEA must keep the original search results format from the webpage or downloaded results. As long as the LEA has at least one copy in its original form, the LEA can copy the results into their own format.

FAQ: Results of DC Report

On my results page, if there is a Decision Date next to the student, do their free meal benefits begin on that date?

- No. When the system provides a match under the column, *DES Results*, it also provides a date listed under the column titled, *DES Decision Date*. For purposes of certifying students for free meal benefits, we disregard the *DES Decision Date* and record the date the CNP Direct Certification was conducted.

Record Number ^	Case Number	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM
1	12356478	No Match								
2	15458798	Match	08/31/2015	Y						
3	01565898	No Match								

FAQ: Results of DC Report

On my results page, is it ok if the column, Decision Date, is blank?

- Yes, it is ok if the column Decision Date is blank on the results report. For purposes of certifying students for free meal benefits, we disregard the DES Decision Date and record the date the CNP Direct Certification was conducted.

FAQ: Results of DC Report

My results page states my file is invalid, what do I do?

- If you receive this error you must ensure the following is correct:
 - the file you uploaded has the word *CASE* typed in the first row first column (cell A1);
 - case numbers were entered in the correct format; and
 - your file was saved as a CSV (Comma delimited) file.

Results			
File Upload Processed as:		Invalid File Format value detected	
Prepared by:	Aidaly Rodriguez	Date Prepared:	8/16/2016 10:33 AM
Direct Verification:	No	Displaying:	Matches, Non-Matches, Messages
Records Processed:	0	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	0
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0
FDPIR Matches:	0	Migrant Matches:	0
Homeless Matches:	0		

Technical Assistance

If you have any questions about directly certifying students for meal benefits, use:

- The Eligibility Manual for School Meals and the various other How To Guides at:
http://www.azed.gov/health_nutrition/nslp/programguidance/

*For other questions about Direct Certification,
please contact your School Nutrition Program Specialist.*

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Conduct Direct Certification using File Upload: Case Numbers.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Step by Step Instruction: ***How to Conduct Direct Certification using File Upload: Case Numbers***
- Learning Code: 3120
- Key Area: 3000- Administration
- Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

**Request a
Certificate**

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***How to Conduct Direct Certification using File Upload: Case Numbers***

Professional Standards Learning Code: **3120**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.